



TRANSPORTATION ADJUSTMENT FORM END OF THE YEAR REPORT

School Year: _____

From: _____ District

District Number: _____

To: Division of School Finance
Attn: Chris Sparrow
500 Mero Street, CPT 15
Frankfort, KY 40601
Office: (502) 564-3846
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Reminder: The information included on this form should not include: preschool pupils, pupils transported to the Kentucky School for the Blind or for the Deaf or vocational schools.

Section 1-Public Pupils transportation to another public school district

Report the aggregate attendance of pupils not already included on your district's Superintendent's Annual Attendance Report (SAAR) for which you are claiming transportation.

| District Where Pupil Legally Resides | District Attending | Days Transported | Number of Pupils | Aggregate Days Transported | | |
|--------------------------------------|--------------------|------------------|------------------|----------------------------|----|----|
| | | | | T1 | T2 | T5 |
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Section 2-Non-Public School Pupils Transported To Private and Parochial Schools

Report all pupils residing in your district that you transport to private and parochial schools. Fill in information as requested.

| Name of School Attending | Days Transported | Number of Pupils | Aggregate Days Transported | | |
|--------------------------|------------------|------------------|----------------------------|----|----|
| | | | T1 | T2 | T5 |
| | | | | | |
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Signature: _____

Date: _____

DUE JUNE 30

Instructions for Transportation Adjustment Form End of the Year Report

Resources:

KRS 157.370 (3) Allotment of Transportation Units
702 KAR 5:020 Program Cost Calculation

The Transportation Adjustment Form End of the Year Report is due on June 30. The information included on this form is the aggregate days transported of pupils (K-12 grade) from one public school district to another public school district that are not counted in your district's ADA. Do not include preschool, deaf/blind or vocational pupils.

The Transportation Codes are defined as:

- T-1 A pupil transported over one (1) mile twice daily
- T-2 A pupil transported less than one (1) mile twice daily
- T-5 Handicapped pupils provided special transportation (must be mandated by pupil's IEP)

KDE recommends that individual pupil transportation codes be verified at least once a semester.

A district that shows a loss or no increase in T1s and T5s will not incur a deduction in funding.

Instructions:

1. Do not include preschool, deaf/blind or vocational pupils.
2. Contact the Directors of Pupil Personnel for the number of days each child was in attendance.
3. Enter the aggregate days under the appropriate T code.
4. Verify that the sum total of aggregate days transported is less than the number of days transported multiplied by the number of pupils.
5. Do not use the maximum number of aggregate days transported unless confirmed with the DPP.

How to determine the number of aggregate days by T codes:

1. Use the actual days of attendance for each pupil.
2. Add together days for pupils with the same T codes.

Examples: 38 days transportation provided for three pupils:

- if all three are T1 pupils and attend 38 days
 $38 + 38 + 38 = 114$ aggregate days transported

| | | | | Aggregate Days Transported | | |
|--------------------------------------|--------------------|------------------|------------------|----------------------------|----|----|
| District Where Pupil Legally Resides | District Attending | Days Transported | Number of Pupils | T1 | T2 | T5 |
| Castle | Rock | 38 | 3 | 114 | | |

- if one T1 pupil attends 38 days, one T1 pupil attends 37 days, and one T5 pupil attends 35 days
 $38 + 37 = 75$ aggregate T1 days transported 35 aggregate T5 days transported

| | | | | Aggregate Days Transported | | |
|--------------------------------------|--------------------|------------------|------------------|----------------------------|----|----|
| District Where Pupil Legally Resides | District Attending | Days Transported | Number of Pupils | T1 | T2 | T5 |
| Castle | Rock | 38 | 3 | 75 | | 35 |

DUE JUNE 30